

# Circulation

REVISION HISTORY			
NUMBER	DATE	DESCRIPTION	NAME

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The circulation module is the heart of the OpenBiblio system.

## 1 Checking out materials

To check out materials, you must first open a member's account.

### 1.1 Retrieving a member's account.

1. Click on Circulation on the left side of the screen.
2. Enter a portion of the member's last name. If you have member barcodes turned on, you may alternatively scan their barcode.

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**Tip**

Anybody with administrator privileges can turn member barcodes on using Tools → System Settings → Use Member Barcodes.

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### 1.2 Chcecking out an item

1. Type or scan the item barcode into the Check Out field.

Something about due dates, etc.

## 2 Checking in materials

1. Click on Circulation on the left side of the screen.
2. Click Check In.
3. Type or scan the barcode number.
4. If the book was checked out, it will be added to the shelving cart, which is represented by a list at the bottom of the screen.

What if it is a weird status, does it change to regular?

How do you empty the shelving cart?

What if there is a hold or fines on the item?

## 3 Holds

You can place holds on items so you can check them out at a later time.

## 4 Bookings

You can also book certain items

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